

**Class Overview**

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| **General Class Information**  *All fields must be completed and posted in UVaCollab and World Viewable in SIS no later than two weeks prior to registration.* | | | | | | | | |
| **Subject Area &**  **Catalog Number** | PROCUREMENT AND CONTRACT MANAGEMENT PC 4020 | **Class Title** | CONTRACT ADMINISTRATION | | | | |
| **Credit Type** | **Undergraduate**  **Graduate** | | **Credit**  **Noncredit** | | **Delivery Method** | **P (In-Person)**  **CI (Classroom/Internet)**  **WB (Web-Based)** | |
| **Re-licensure**  **Re-certification Points** |  | | | **Approval Date**  *(For internal use only)* | | |  | |

1. **Class Description (Use the SIS 400 characters from catalog description)**

COVERS THE TECHNICAL AND FUNDAMENTAL PROCEDURES BASIC TO CONTRACT ADMINISTRATION. EXAMINES BOTH THEORY AND PRACTICE, EMPHASIZING ENFORCEMENT OF CONTRACT TERMS AND CONDITIONS, COST OVERRUNS, CHANGE ORDERS, DISPUTES AND APPEALS, FINANCIAL ANALYSIS, CONTRACT AUTHORITY AND INTERPRETATION, PRODUCTION SURVEILLANCE, QUALITY ASSURANCE AND AUDIT.

1. **Learning Outcomes**

AT THE COMPLETION OF THIS COURSE YOU WILL UNDERSTAND WHAT BASIC FUNCTIONS ARE INCLUDED IN THE CONTRACT ADMINISTRATION PROCESS. IN ADDITION, YOU WILL KNOW AND BE ABLE TO APPLY CONTRACT ADMINISTRATION PRINCIPLES AS THEY RELATE TO SPECIFIED POST AWARD ACTIONS.

1. **Assessment Components**

EXAMS ARE FOUND UNDER THE TESTS AND QUIZZES TAB AT THE COURSE WEBSITE. THEY ARE NOT CUMULATIVE. THE FINAL WILL ONLY COVER MATERIAL WE HAVE DISCUSSED SINCE THE MID-TERM. ALL EXAMS ARE OPEN BOOK, I.E., YOU MAY USE ANY NOTES YOU HAVE TAKEN, THE FAR, THE THREADED DISCUSSIONS AND SELF ASSESSMENTS TO ASSIST YOU IN ANSWERING QUESTIONS. THE HONOR CODE APPLIES TO ALL EXAMS. UNDER THE HONOR CODE, THE ANSWERS A STUDENT PROVIDES IN RESPONSE TO AN EXAM MUST BE THE STUDENT'S OWN WORK AND NOT BE THE PRODUCT OF ANY UNAUTHORIZED ASSISTANCE OR COLLABORATION WITH ANY OTHER PERSON. A VIOLATION OF THE HONOR CODE WILL RESULT IN DISCIPLINARY ACTION AGAINST THE OFFENDING STUDENT(S), INCLUDING POSSIBLE REMOVAL FROM THE PROGRAM. SIMILARLY, THE HONOR CODE PROHIBITS STUDENTS FROM PROVIDING UNAUTHORIZED ASSISTANCE TO OTHER STUDENTS IN REGARD TO WORK COVERED BY THE HONOR CODE.

1. **Required Text (include ISBN, specific edition)**

YOU WILL NOT HAVE TO PURCHASE A TEXTBOOK FOR THIS COURSE. THE TEXT WE WILL USE IS THE FEDERAL ACQUISITION REGULATION (FAR), WHICH IS AVAILABLE ONLINE. THE ONLINE VERSION THAT I PREFER IS FOUND AT FARSITE.HILL.AF.MIL.

1. **Required Additional Resources and Technical Components**

LECTURES FOR EACH LESSON ARE POSTED UNDER THE RESOURCES TAB AT THE CLASS WEBSITE.

1. **Other Class Expectations (for Classroom/Internet and Web-Based classes, specify any live (synchronous) meetings dates, times, delivery mode)**

I RECOGNIZE THAT YOU ARE ADULTS AND HAVE OTHER RESPONSIBILITIES. THEREFORE, I REALIZE THAT THE TIME THAT YOU CAN DEVOTE TO THIS COURSE MAY BE IMPACTED BY EVENTS BEYOND YOUR CONTROL. NEVERTHELESS, WHILE YOU ARE FREE TO WORK ON THE COURSE AT YOUR OWN PACE, YOU WILL STILL BE EXPECTED TO MEET THE PARTICIPATION REQUIREMENTS FOR THE COURSE. FURTHER, YOU ARE EXPECTED TO TAKE THE EXAMS AT THE TIMES THEY ARE POSTED ON THE NET. THIS MEANS THAT YOUR PACE CANNOT FALL BEHIND THE TIMES SCHEDULED FOR EXAMS. IN THIS REGARD, EACH EXAM WILL BE POSTED FOR ONE WEEK.

EACH UNIT OF INSTRUCTION WILL CONTAIN LEARNING OBJECTIVES AND POSE QUESTIONS YOU SHOULD ANSWER TO INDICATE THAT YOU HAVE ACHIEVED THOSE LEARNING OBJECTIVES. I WILL FACILITATE THREADED DISCUSSIONS ON EACH UNIT. THE TREADED DISCUSSIONS ARE TO BE CONDUCTED AT YOUR OWN PACE. HOWEVER, I SUGGEST THAT YOU TRY TO COVER ONE UNIT EACH WEEK. THAT WAY YOU WILL BE "ON TRACK" TO TAKE THE EXAMS. FURTHER, YOU ARE EXPECTED TO MEET THE GENERAL PARTICIPATION REQUIREMENTS FOR THIS COURSE. TO MEET YOUR PARTICIPATION REQUIREMENTS FOR THIS COURSE, YOU MUST MAKE A MINIMUM OF TWO SUBSTANTIVE POSTS FOR EACH DISCUSSION. BY SUBSTANTIVE, I MEAN SOMETHING THAT ADDS VALUE TO THE DISCUSSION AND CONSISTS OF SOMETHING MORE THAN "I AGREE" OR THAT MERELY REPEATS WHAT SOMEONE ELSE HAS ALREADY STATED.

THE COURSE WILL BE TAUGHT PRIMARILY THROUGH THREADED DISCUSSIONS. THESE CAN BE FOUND UNDER THE FORUMS TAB AT THE COURSE SITE. DURING THREADED DISCUSSIONS, EVERYONE IS TO TREAT EVERYONE ELSE WITH COURTESY AND RESPECT. FOR THIS COURSE, THERE ARE NO DUMB IDEAS OR DUMB STATEMENTS. REMEMBER, SOMETIMES THINGS ARE SAID MERELY TO STIMULATE A REACTION. THEREFORE, YOU SHOULD REACT INTELLECTUALLY, NOT EMOTIONALLY, TO EACH STATEMENT.

AT THE END OF EACH UNIT YOU WILL FIND A SELF ASSESSMENT. THIS IS A TOOL FOR YOU TO USE TO SEE HOW WELL YOU HAVE GRASPED THE MATERIAL IN EACH UNIT. ONCE YOU HAVE COMPLETED AN ASSESSMENT, I WILL POST THE ANSWERS FOR THAT ASSESSMENT IN THE GRADEBOOK. IF YOU HAVE ANY QUESTIONS OR COMMENTS REGARDING THE ANSWERS, PLEASE E-MAIL THEM TO ME AND I WILL RESPOND IN LIKE MANNER.